

Adult Education Technician

Purpose Statement

The job of Adult Education Technician is done for the purpose/s of assisting adult education teachers in enrolling, evaluating, instructing and monitoring adult education students; improving students success in the basic core skills that will lead to successful completion of the GED certificate; assisting students by instruction and modeling of the necessary skills to perform assignments.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Building Principal

Essential Functions

- Adapts classroom materials under the direction of the teacher for the purpose of providing a method to support and/or reinforce classroom objectives.
- Assists classroom teachers in maintaining student records (e.g. State Computerized System for Adult Education, student files, etc.) for the purpose of monitoring student progress to assist them in reaching their goals.
- Confers with teachers and other school personnel for the purpose of assisting students' progress and/or implementing students' objectives.
- Evaluates students (e.g. literacy, math, writing, etc.) for the purpose of determining the need for further individualized assessment and individualized instruction.
- Implements instructional programs and lesson plans for the purpose of assisting the teacher in improving students' academic success through a defined course of study.
- Maintains classroom equipment, work area (e.g. clean up after various class projects, instructional materials, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of students in various situations for the purpose of providing a safe and positive learning environment.
- Participates in in-service workshops and training for the purpose of receiving and/or conveying information related to job functions.
- Prepares core subject specific lessons appropriate for individuals or small groups for the purpose of implementing goals that facilitate learning.
- Provides direct instructional services to individuals, small groups or entire classes of students under the supervision of the assigned classroom teacher for the purpose of implementing goals for the promotion student's success.
- Responds to emergency situations (e.g. injuries, equipment malfunction, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries for the purpose of solving problems, providing information and/or referral.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including computers and pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; age appropriate activities; health and safety standards and strategies dealing with student social behavior.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; adapting to changing work priorities; working as part of a team; working with frequent interruptions; and working positively with students who have behavioral challenge. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is desired.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

High School Diploma

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt